

ROUTING AND TRANSMIT SLIP

Date

29 AUG 1983

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials Date

1. DDA

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Original sent to D/NBPO for action.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

, Planning Staff

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSASTAT
SIAT

DD/A Registry

83-4025

29 August 1983

NEW HEADQUARTERS BUILDING PROJECT

BRIEFINGS FOR EXECUTIVE DIRECTOR ON PROJECTS
OF MAJOR INTEREST

DD/A REGISTRY

FILE: 100-20

To be Present:

Executive Director and
representatives of the
Planning Staff and the
Comptroller. A "user"
representative to attend if
appropriate.

Date/Place:

3 October, 11⁰⁵ - 12⁰⁵, ^{DDA} ~~DDA~~ Conference Room

Duration:

30-60 minutes

Content:

Background on the requirement, user
coordination, project status, key
project personnel, anticipated
problems or additional needs.

Pre-briefing Materials:

Please provide any pre-briefing
materials to Chief, Planning Staff,
7E19, HDQS, at least one week
prior to briefing.

STAT

original to C/NCPO per ADDA

cc: DDA
D/OL
EO/DDA

STAT

DD/A Registry
83-4025